

## **Notice of Annual Report Filing Requirement**

January 5, 2004

From: Maine Public Utilities Commission

To: Non-ETC Competitive Local Exchange Carriers

Pursuant to 35-A M.R.S.A. § 504, public utilities must file an Annual Report with the Public Utilities Commission (PUC). The report for the year ended December 31, 2003, is due by April 1, 2004. As permitted pursuant to 35-A M.R.S.A. § 507, the PUC has established different reporting requirements for various types of telecommunications utilities. The Annual Report enclosed with this Notice is to be filed by competitive local exchange carriers (CLECs) that are not designated as Eligible Telecommunications Carriers (ETCs) by the PUC. Carriers that are authorized to provide service both as a CLEC and an IXC under a single organizational entity will receive the Annual Report form that is designed for dual-certificated entities. Only a limited amount of information must be filed, but all requested information must be provided, because it is needed by the PUC to carry out its regulatory functions.

Two copies of the Annual Report form are included with this Notice, and each CLEC must file one paper copy with the PUC. An electronic version of the form is available for use in preparing the report. To obtain an electronic version, please contact Laurel Peaslee, Senior Legal Secretary, at (207) 287-1386, or email her at [laurel.peaslee@maine.gov](mailto:laurel.peaslee@maine.gov).

Any request for an extension of the filing deadline must be in writing and be sent to the Acting Director of Finance at the PUC. For this purpose, an email is acceptable. While an extension of up to one month may be granted for the non-financial information, only a minimal extension will be granted for filing the required revenue information. This is because the PUC must complete its annual assessment preparation, which requires use of operating revenue information, by May 1 of each year. Utilities with less than \$50,000 in gross intrastate operating revenue will not be assessed, but all utilities must report their revenues.

Although assessments are based on intrastate operating revenues (i.e., those subject to PUC jurisdiction), utilities also must report all revenue generated from operations in Maine. Total Maine-generated revenue amounts are used to calculate assessments for the Telecommunications Equipment Fund and for other regulatory and analytical purposes.

If a carrier offers any services that generate jurisdictionally-combined revenue, it must indicate on its report the method it uses to separate the revenue for reporting purposes. Chapter 285, the Maine Telecommunications Education Access Fund, at Section 2 (C) and (D), and Chapter 288, the Maine Universal Service Fund, at Section 4 (D) and (E), both require that carriers employ an approved separations method for reporting any jurisdictionally-combined revenues to the Joint Administrator of the funds. Each carrier must use that same method for

Annual Report purposes. Because our records indicate that utilities receiving this Notice are authorized only as CLECs (and NOT as IXC's), there should be only rare instances when these carriers generate revenue that is jurisdictionally-combined.

Pursuant to Chapter 710 of the PUC Rules, each utility must file a copy of its independent auditor's statement with the Commission by July 1, 2004, but it may request an extension if necessary. If the auditor expresses a qualified opinion or finds any inaccuracies in the information contained in the Annual Report, the utility must file corrected pages of the Annual Report, and it must indicate what action it will take to prevent future misreporting or to correct any other deficiency with its accounting systems identified by the auditor.

The Utility Contact Information Sheet is included with the Annual Report. Each utility must provide this information to ensure that the Commission has a specific point of contact for use during outage or other emergency situations. Questions concerning this sheet should be directed to Joe Sukaskas or Faith Huntington. Their contact information is included on the sheet.

We have included a new form with this year's report. The Billing Contact and Address Information page should indicate the name and address of the person at the company to whom the assessment invoices should be directed. This information will help us in tracking and processing these invoices.

Questions about the Financial Information of the Annual Report should be directed to the Acting Director of Finance at the PUC. Questions about the Non-Financial Information should be directed to Joel Shifman, and questions about the Exchange Profile or Network Diagram pages should be directed to Douglas Cowie. Contact information for those individuals is provided below. Thank you for your cooperation in this matter.

Sincerely,

Richard Kania  
Acting Director of Finance  
(207) 287-1379  
[rich.kania@maine.gov](mailto:rich.kania@maine.gov)

Douglas Cowie  
Sr. Utility Analyst  
(207) 287-1369  
[doug.cowie@maine.gov](mailto:doug.cowie@maine.gov)

Joel Shifman  
Sr. Utility Analyst  
(207) 287-1381  
[joel.shifman@maine.gov](mailto:joel.shifman@maine.gov)

COMPETITIVE LOCAL EXCHANGE CARRIER  
ANNUAL REPORT TO MAINE PUC FOR THE YEAR ENDING  
DECEMBER 31, 2003

Name of Competitive Local Exchange Carrier: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person for Regulatory Affairs: \_\_\_\_\_

(Including phone number and e-mail address) \_\_\_\_\_

**Financial Information**

- |    |   |          |
|----|---|----------|
| 1. | Maine Intrastate Retail Operating Revenue:  | \$ _____ |
| 2. | Total Retail Revenue (Intrastate, Interstate and International) Generated in Maine: | \$ _____ |
| 3. | Intrastate Wholesale Revenue:   | \$ _____ |

**Non-Financial Information**

Indicate type of Operation (Check all types that apply in your service area)

- |       |   |
|-------|---|
| _____ | Facilities-Based (May include use of some UNEs) |
| _____ | UNE-P   |
| _____ | Using own facilities only                       |
| _____ | Combination of UNE's and own facilities         |
| _____ | Use facilities of affiliated ILEC               |
| _____ | Resale Only                                     |

Name of Utility \_\_\_\_\_

Name of Exchange: \_\_\_\_\_

Name of Wire Center: \_\_\_\_\_

Name of Host Switch: \_\_\_\_\_

\_\_\_\_\_ Check if E-911 is NOT in service

Note: If the exchange has more than one Wire Center, provide a separate page for each Wire Center.

Exchange Map Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

12/31/03

## ILECs and Facilities-Based CLECs Network Diagram Information

Please provide a diagram of the Company's switching and interoffice network facilities in its Maine service territory. On the diagram please show:

1. All host-to-remote, host-to-host, host-to-tandem, remote-to-tandem, and remote-to-remote interoffice routes;
2. For each remote, indicate if it has "stand-alone" capability;
3. All inter-office routes that include facilities the Company either owns or leases from or to other carriers (identify the carriers);
4. All switches, identified by type (host, remote, tandem; indicate if a local switch also functions as a tandem);
5. All interoffice routes that connect the Company's network to other companies' networks (identify the companies) and the locations of the points of connection with the other companies' facilities; and
6. All links, service control points, and signal transfer points of the SS-7 network that the Company owns or uses.

For the purpose of this diagram, a "remote" is any equipment that contains line cards.

**Maine Public Utilities Commission**  
**Utility Contact Information Sheet**

Please provide 24x7 utility contact information for BOTH  
Operational AND Security Issues below

Utility Name: \_\_\_\_\_

Division/Section (if applicable): \_\_\_\_\_

Effective Date: \_\_\_\_\_

**Primary Contact – Operational Issues**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone # (business hours): \_\_\_\_\_ Telephone # (non-business hrs.): \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

Other contact information: \_\_\_\_\_

**Secondary/Backup Contact – Operational Issues**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone # (business hours): \_\_\_\_\_ Telephone # (non-business hrs.): \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

Other contact information: \_\_\_\_\_

**Contact – Security Issues**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone # (business hours): \_\_\_\_\_ Telephone: (non-business hrs.): \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

Other contact information: \_\_\_\_\_

*For any clarification contact:*  
*Joe Sukaskas, 207-287-1375*  
[joe.sukaskas@maine.gov](mailto:joe.sukaskas@maine.gov)

*or*

*Faith Huntington, 207-287-1373*  
[faith.huntington@maine.gov](mailto:faith.huntington@maine.gov)

*Send completed form to:*  
*Maine Public Utilities Commission*  
*State House Station 18*  
*242 State Street*  
*Augusta, ME 04333-0018*  
*Fax: 207-287-1039*

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

In order to ensure that we have the proper information for billing purposes, please complete the following information and return it with your annual report.

Billing Contact and Address Information

Utility Name\_\_\_\_\_

Name\_\_\_\_\_Title\_\_\_\_\_

Mailing Address\_\_\_\_\_

\_\_\_\_\_

Telephone\_\_\_\_\_Fax\_\_\_\_\_

E-mail\_\_\_\_\_